



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the Identification of Environmental Legal and Other Requirements at the USAG Mannheim

1. REFERENCE: Inventory of Environmental Legal and Other Requirements for the USAG Mannheim.
2. PURPOSE: To provide a standard procedure for identifying and communicating legal and other requirements applicable to environmental aspects and impacts associated with the garrison's processes, activities and services. Implementation of this procedure will ensure that applicable legal and other requirements are identified for existing and future processes, activities and services, and that the requirements are communicated to pertinent organizations and employees.
3. APPLICABILITY: This procedure applies to all personnel working within the Mannheim Military Community.
4. DEFINITIONS:
 - a. Environmental Management Representative (EMSMR): An individual appointed by the Garrison Commander who, irrespective of other duties, has authority and responsibility for ensuring that environmental management system (EMS) requirements are established, implemented and maintained and for reporting on the performance of the EMS to the top management for review.
 - b. Final Governing Standards for Germany (FGS-G): Final Governing Standards (FGS) were developed by comparing and adopting the more protective requirements of the US Department of Defense (DOD) Overseas Environmental Baseline Guidance Document (OEBGD) and German national and state (Land) environmental laws and regulations, and applicable international agreements.
 - c. Legal Requirements: All laws, regulations, permits, contracts, memoranda of agreement and consent orders applicable to the Garrison's processes, activities, and services.
 - d. Other Requirements: Requirements that are not determined by law but to which the organization has committed (e.g. ISO 14001).

5. RESPONSIBILITIES:

a. Environmental Management Division: Appoints an action officer to monitor and track changes of legal requirements. Identifies new requirements. Updates inventory of legal and other requirements. Communicates changes to appropriate staff.

b. Director of Public Works: Provides overall supervision and direction for the environmental program.

c. Chief, Environmental Management Division: Supervises activities for the identification of legal and other requirements. Notifies action officer of information received for update of inventory of legal and other requirements. Reviews new and changed legal and other requirements for impacts on the garrison's master plan. Notifies the Chief, Master Planning Division of revisions that may be required for the plan.

6. PROCESSES:

a. Identification of Legal and Other Requirements: Monitor legal and other requirements applicable to environmental program(s) for new requirements and actual or proposed changes. Pertinent information sources are used as needed. Sources shall be checked regularly for updates. The primary information source for legal requirements is the latest version of the FGS-G. The current version that includes all current updated chapters is to be accessed through the IMA-EURO website (<https://144.170.200.183/environmental/default.htm>).

b. Internet resources are listed in the inventory of legal requirements, available at the Environmental Management Division. Additional resources for identification of new requirements can be obtained from professional seminars, conferences (e.g. IPR meeting), professional publications, news media, or the IMA EUCOM Compliance Subcommittee.

c. Applicability determination shall be performed for the new law/regulation or change thereof. As appropriate, consult with the IMA Law Office to obtain a legal opinion or interpretation (DSN 370-9073).

d. Update inventory of legal and other requirements regularly, including at least title of law/requirement and publication date. Incorporate pertinent compliance requirements from legal and other requirements in inspection checklists for environmental compliance and available SOPs. Incorporate pertinent requirements into available management plans.

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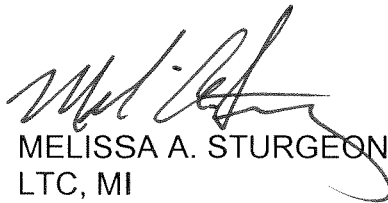
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e. Communication of legal requirements: Once changes of available legal and other requirements are identified, affected divisions must be notified. The Chief, Master Planning Division needs to be notified of revisions that may be required for the plan. Notification will be by email using the format shown in Annex 1.

Upon receipt of new information on legal and other requirements (e.g. at IPR meeting, notification by IMA, etc.), the Chief, EMD will summarize the information on the attached form and forward it to the action officer.

7. POC is Ms. Mary Kay Foley, Chief, Environmental Management Division, at DSN 381-8675, email: mary.foley@us.army.mil

Encl
Annex 1



MELISSA A. STURGEON
LTC, MI
Commanding

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All USAG-M Directorates

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Annex 1: Regulatory Alert Template

SUBJECT: REGULATORY ALERT

1. Law or Regulatory Citation: _____
 - a. Type: (New or Change) _____
 - b. Effective Compliance Date: _____
2. Summary of Changes or New Requirements: _____
3. Known or Potential Impacts to the Garrison _____
4. Affected organizations or facilities: _____
5. Implementation:
 - a. Method: _____
 - b. Status: _____
6. Comments: _____
7. USAG DPW POC: _____

Name / Title: _____

Phone # / Fax #: _____

Email Address: _____